

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

YARD COORDINATOR

One (1) Part-time, Non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Copy of valid, unrestricted Driver's License
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 ext 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: November 8, 2016

Closing Date: November 22, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

YARD COORDINATOR

Part-time (Up to 37 hours/wk), Non-Exempt position

LOCATION:

Ojibwa Building Supply
Baraga, MI 49908

SUPERVISORY CONTROL:

Store Manager

SALARY:

Grade 4 (minimum starting wage = \$11.47/hr.)

QUALIFICATIONS:

- Must be 18 years of age or older.
- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must have at least one (1) year working experience in the building trade.
- Sales experience is preferred.
- Must be willing to work flexible hours.
- Must be able to lift 100 lbs. unassisted.
- Must have a valid, unrestricted driver's license, reliable vehicle, a good driving record, and be insurable to drive fleet vehicles.
- Ability to operate a forklift is preferred.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Act as Ojibwa Building Supply's (OBS) representative and treat all customers in a courteous and professional manner.
2. Inspect and maintain lift trucks, road vehicles and equipment on a daily basis.
3. Unload incoming freight per proper receiving procedures.
4. Load and count out going deliveries.
5. Understand the capacity restrictions of the equipment used by OBS.
6. Become familiar with all of OBS' entire product line and where it is stored so that stock that is getting low can be restocked in a timely fashion.
7. Report any quality/customer related issues to the Sales Representative immediately.
8. Act as a salesperson whenever interacting with customers or potential customers.
9. Must be able to lift up to 100 lbs. on a regular and consistent basis.
10. Load customer purchases in the yard and assure accuracy and quick service.
11. Keep the yard and store in a neat and orderly condition.
12. Participate in the shared janitorial duties.
13. Must be able to work overtime and adhere to all safety regulations.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: November 8, 2016

Closing Date: November 22, 2016 at 4:00 pm

Name: _____

POSITION: **Yard Coordinator**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have High School Diploma, GED, or Certificate of Completion. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).

Must have a least one (1) year work experience in the building trade.

Sales experience is preferred.

Must be willing to work flexible hours.

Must be able to lift 100 lbs. unassisted.

Must have a valid, unrestricted driver's license, reliable vehicle, a good driving record, and be insurable to drive fleet vehicles.

Ability to operate a forklift is preferred.
